



United States Department of State

U.S. Embassy Pristina

VACANCY ANNOUNCEMENT

04/2015

OPEN TO: ALL INTERESTED CANDIDATES
POSITION: **OBO (Overseas Buildings Operations) SHIPPING CLERK/EXPEDITER/DRIVER**
OPENING DATE: JANUARY 28, 2015
CLOSING DATE: FEBRUARY 11, 2015
WORK HOURS: FULL-TIME; 40 HRS/WEEK
SALARY: FSN 5 (11,338.00 €)

U.S. Embassy Pristina is seeking one qualified individual for the position of **OBO SHIPPING CLERK/EXPEDITER/DRIVER**.

BASIC FUNCTION OF POSITION - The primary function of job holder is to handling imports and exports of official shipments and issue protocols clearance for all imports/exports and tax-free exempts, and assist in expediting people at the airports. He/She is to maintain all shipping records in orderly, filling system. Act as the Embassy expeditor at the airport, providing excellent service for all VIP delegations support flights. Clear all Government shipments at the Customs Office. He/She shall be capable of working independently.

MAJOR DUTIES & RESPONSIBILITIES

1-Incumbent serves as the Shipping Clerk/Driver to the OBO PD and handles all construction shipment documentation. Prepare and logs numerical all protocol clearances for the New Embassy Construction Project Shipments, and necessary documents for customs. Then it is taken to the host country Foreign Ministry for approval, then to the customs office for import/export. **(60%)**

2-Driver & Expeditor for TDY personnel and provides support. He/She handles a broad scope of exceptionally diverse matters related to OBO construction management office support activities. **(40 %)**

REQUIRED QUALIFICATIONS

Education: Completion of High School.

Prior Work Experience: Two to three years in shipping, office work, schedule management, or a related field is required.

Language Proficiency: Level 3 English, Albanian or Serbian.

Knowledge: Basic office organization; layout and functions of construction works

Skills and Abilities: Must have experience in MS Office package user of word processing and analysis, planning, and interpersonal skills required. Need to have a valid driver's license. Computer experience in office environment. Knowledge of shipping regulations and comprehensive knowledge of host countries laws.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must be able to obtain and hold a security clearance.

TO APPLY

Interested candidates for this position should submit the following:

1. U.S. Embassy Pristina Application for Employment
2. A current resume or Curriculum Vitae.
3. Other documentation (copies of degrees earned) that address the minimum requirements of the position listed above.
4. Copy of Kosovo ID or copy of Passport

APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:

Hand deliver them to:

Human Resources Office,

U.S. Embassy Pristina, Kosovo

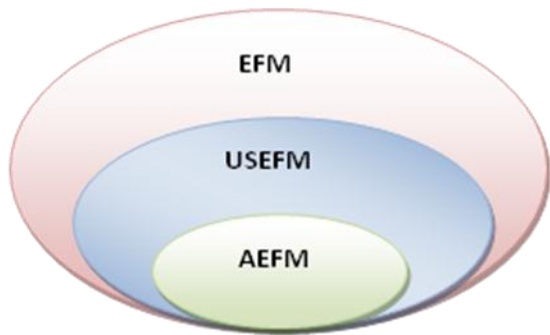
The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLOSING DATE FOR THIS POSITION:

FEBRUARY 11, 2015 - BY CLOSE OF BUSINESS

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee

who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form [OF-126](#), [Foreign Service Residence and Dependency Report](#), of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).